

## Instructions for Completing Forms for Background Clearances for Child Care License or Certificate Renewals

***When completing background clearance documents, please print legibly in black ink only. Do not use a pencil or a colored pen.***

1. The Center Owner/director or Family Provider completes both the "Request for Annual Renewal" form, and the "Disclosure & Consent Statement" found in the renewal packet. On both of these forms you must list ***all*** of the following individuals.
  - A. Yourself.
  - B. All employees in your program.
  - C. All owners, directors, and board members.
  - D. Any substitute caregivers.
  - E. All volunteers.
  - F. All individuals age 12 and older who reside in the home, if you are a licensed or certified family provider.

If there are not enough lines on the form for all of the people you are required to include, please make copies of the form. ***Do not add names to the back or bottom of the form.***

2. For each individual listed on the renewal form, you must provide all of the requested information, including:
  - A. Legal first, middle, and last name. If any individual on the list has had a name change during the past 18 months (for example, due to marriage or divorce), include both their new last name and their previous last name in the Last Name column.
  - B. Sex (male or female).
  - C. Date of birth, including month, day, and year.
  - D. Social security number.
  - E. Driver's license number, for all individuals who have a driver's license.
  - F. If any individual on the list has reported a conviction or a CPS substantiation for abuse or neglect in the past 18 months, you must put a check mark next to their last name, and include documentation and/or explanation from the applicant.
3. Any individual who has not previously submitted a CBS/LIS Consent and Release of Liability Form must submit one with your renewal application, including fingerprints if applicable for individuals age 18 and older.
4. Each individual whose name is listed on the "Request for Annual Renewal" form must also be listed on the "Disclosure & Consent Statement", and must sign the Disclosure & Consent Statement next to their printed name. The licensee must also sign the Disclosure & Consent Statement, giving permission for the annual background check to be conducted. **Do not fax these documents because original signatures are required.**

You must send both the "Request for Annual Renewal" form, and the "Disclosure & Consent Statement" in with your Renewal Application.

5. After reading this information, if you still have questions about what you need to submit to fulfill the requirement for obtaining the CBS/LIS clearance for your license or certificate renewal, please call the Background Clearance Unit in Salt Lake at: (801) 883-4675.